



CRIME PREVENTION TIPS

Introduction

Antonelli Institute strives to provide a safe environment for our student's learning experience. We have selected a campus and residence facilities in neighborhoods that are considered safe. However, students must ultimately take responsibility for their own safety. If, however, a crime is committed on our premises, school personnel and building management personnel are available to assist students.

Tips for Your Personal Safety

Know where you are, where you are going and what is going on around you. This includes people, events and potential routes.

Before you head out, find out as much as you can about where you are going. You can check it out by doing an internet search.

If you don't know about the safety of a neighborhood, ASK someone you trust before you go there.

Do not wear loose clothing or hair to prevent handholds. Think about places where an attacker can grab and pull at you. If you have long hair put it up in a hat or tuck it inside your clothing. Remove loose scarves, belts and backpacks or place them inside your coat. Wear plain clothes, attention grabbing clothes and jewelry will do just that - attract attention, often the wrong kind.

Don't allow easy access to your valuables. When walking in an unfamiliar neighborhood or at night, don't wear valuable jewelry. Keep your purse inside your coat or tucked close to your body. Don't carry large sums of money.

Carry your camera in your purse or backpack. A camera worn around your neck is a big red flag for would be robbers. Not only is it a valuable, it is a handhold as well.

When carrying a purse or wallets, only place three or four one dollar bills inside. Credit cards, currency, driver's license, and keys should be carried in a coat pocket or concealed, possibly in an inside zipped pocket.

Consider carrying a second wallet containing a few one dollar bills and old expired credit cards, which are normally destroyed or discarded. If you are mugged, give the suspect the second wallet and take a mental note of a good physical description of the suspect.

Don't carry all your cash and credit cards in the same place. ATM cards, credit cards and cashier's checks are much less risk to carry around than cash.

Bring your cell phone or rent one, and put the local emergency numbers on speed dial.

Never carry a large amount of money. Whatever the amount, don't flash it around.

Never resist an armed robber.

Whenever possible, travel in groups when walking to school or in unfamiliar places.

Women with pocketbooks and purses should keep them under your arm when walking down the street, not freely hanging from your shoulder. If your purse has a top flap, keep it facing you. Store your purse in a secure place such as your locker while in school. When using a restroom, watch your purse and don't hang it on a top hook inside the booth--it can be snatched easily.

Men carrying a wallet should carry it close to your skin. Don't have a bulging wallet in a hip pocket or a coat pocket--it could easily slip out.

Be alert in public places for pickpockets. If you're "bumped", it could be a distraction allowing a second thief to grab your wallet or purse while you are distracted.

Avoid dark streets or alleys. Stay clear of sidewalks bordered by high bushes.

Stand or walk confidently by keeping your head up standing straight and a purposeful stride. Always scan your immediate surroundings. In addition, take command of your space, by keeping your distance when walking past strangers on the street or in dark areas.

Be a moving target. Don't give them time to plan an attack. When going somewhere, keep moving. If you are in your car, think twice before sitting there with the car doors unlocked while you do stuff like checking a map, list or magazine or fixing your makeup. If you are in a parking lot that is potentially unsafe, get in your car, lock the doors and leave.

Be intimidating. If a criminal doesn't view you as difficult or a physical threat, you could be a potential victim. This can be quickly changed if you decide to carry something large and blunt such as a large golf umbrella.

Keep an eye out for any stranger who is loitering or hanging out around your residence, campus, or your car.

Check out around your car as you walk up to it. If there is a van parked on one side of your car get in on the other side.

Reconsider walking or driving alone while in a potentially bad neighborhood especially at night.

Walk on the side of the street nearest to oncoming traffic. If accosted by someone in a car, run in the direction opposite of the way the car is headed.

At night, travel on well-lighted and well-traveled streets. Avoid unlighted areas. Walk in the middle of the sidewalk and never loiter in deserted areas.

If you have to ask for directions, ask women with children or families. Ask them if they could tell you where is the _____. Tell them you're on your way to meet your husband, brother, dad, drill sergeant or boss to be safe.

Pay attention to the people around you when you are out. You can check to see if someone is following you by looking at the reflections in store windows while you pretend to be window shopping.

If you feel someone is following you, go to the nearest occupied residence or building and ask for assistance.

Be aware of people who approach asking for directions, a light, or the time of day. Keep a polite but safe distance. One ploy to be wary of is someone asking to use your cell phone to make an emergency call, when there doesn't appear to be an emergency.

If you are confronted with a dangerous situation, cry out for assistance. Yell "FIRE! FIRE!" instead of "HELP!" will generally bring faster attention. WARNING: Just don't do this in a crowded movie theater, night club or other area where it might cause panic.

Stick with trusted friends, because there really is safety in numbers. This is especially true after dark.

Don't use the studios or darkroom alone. Don't use the residence facilities laundry room, gym or movie screening room alone.

When you get home, particularly after dark, don't hang around at the entrance of your residence. Make a quick check for mail or newspapers, and go in right away. If you feel something is out of place, don't go in, go to a friend or neighbor's house and call for police assistance.

Campus Areas

The most frequent criminal incident on campus is the theft of unattended property.

In or by the darkroom, the studios, library, atrium gallery, classrooms or faculty lounge, property such as cameras, laptops, textbooks, bags, and purses should never be left unattended. Whenever possible, all items should be labeled with your name and basic contact information. Also, consider marking one or more places with your initials or other marking known only to you.

Do not prop open doors.

Protecting Your Car and Its Contents

Lock your doors; roll up all windows; and place laptops, cameras, equipment, portable GPS devices and all valuables in the trunk out of sight.

Do not pick up hitchhikers.

At night, always park in well-lit areas as close to an entry as possible.

Carry your credit cards with you and not in the car.

Check the back seat and underneath the car before getting in.

If you believe you are being followed, pull into a gas station or other lighted, public facility.

If not standard, consider installing a hood lock, gasoline cap lock, and burglar alarm.

Never carry your car's title in the car, nor sign it until you hand it over to a buyer.

Try to avoid commercial parking facilities that require you to leave your keys. However, if you have no choice, leave only the ignition key. Other keys can be duplicated by burglars, with the result being not only a stolen car, but also a burglarized residence if you left your address anywhere in the vehicle. Parking lots are prime locations for car theft.

Safe Living in your Residence

Follow these tips to prevent crimes/theft:

Lock your door, even when leaving your room/unit for a short period of time.

Never hide a key outside your room/unit or leave spare key where it can be seen and taken.

If your keys are lost or stolen, report it to the residence facilities director and/or rental management office.

Inventory your personal possessions, making record of make, model, and serial numbers as appropriate.

Take valuables such as stereos, computers, and jewelry home with you during school breaks.

Never prop residence doors open; this is an invitation to a burglar or rapist.

Be very careful and cautious if inviting new acquaintances to your unit.

Never dress in front of a window. Draw drapes or curtains after dark. If you live on the ground floor, call the security guard if you believe there may be someone outside your window.

Use peepholes before opening your door for someone.

Ask to see identification from anyone claiming to be a sales person, solicitor, repairman, or utility representative.

Don't put your name and address on your key case.

Make sure all windows - including basement windows - are locked.

Lock the locks on sliding doors, place a broom handle braced inside the track to prevent the door from opening from the outside.

Your local police may loan you an engraver, which you can use to mark your valuables with an identifiable mark. This will aid in recovery if anything is stolen and help trace items to the burglar. If you cannot engrave an item, write down a detailed description and take a picture of it. If you cannot prove ownership of a stolen item, the police will not release it to you.

A residence well lit on the outside is an excellent burglar deterrent. At night, leave a couple of lights on inside your residence. When you are away, don't leave any notes saying when you will return.

When you are leaving the residence for an extended period of time, here are some basic precautions: don't leave a note announcing your absence or when you will return--avoid publicity of your trip--cancel daily deliveries of mail, newspapers, etc., or arrange for someone to pick them up--keep a couple of lights on in the house or install an automatic timer to turn them on--don't close your curtains--ask a friend or neighbor and the police to watch your place--turn your telephone down--don't leave your keys or identification in your parked car--rely on traveler's checks or credit cards (cash stolen is cash gone)

Credit Cards

Sign all credit cards upon receipt and keep a list of all your cards, numbers and limits in a secure place, include the phone number, name and address of each issuing company. If lost or stolen, phone each company and follow up with a letter. If you cancel a credit card, destroy it immediately.

Reporting Crimes

Antonelli Institute encourages students to use the community's 911 emergency phone system to immediately notify police of a criminal offense. Antonelli Institute personnel will assist the student in notifying the proper law enforcement authorities if the student requests assistance. If you are the victim of a crime or witness a crime, you should do the following:

Report the incident to the police by dialing 911.

Attempt to document a description of the offender including his/her clothing. Obtain a description and license number of any vehicle involved. Also note the direction of travel of the offender. Report this information to the police dispatcher. The dispatcher may need to ask you some additional questions, so don't hang up until you are instructed to do so.

Protect the crime scene. Items which may have been handled by the perpetrator may bear fingerprints and should not be touched. In the case of a serious crime, the entire room or area where the crime occurred should be sealed off immediately. No one should be allowed into the areas until police arrive.

Report to police: "Salesmen" who are trying doorknobs and looking into windows-Anyone trying car door handles and looking into car windows-Strangers lurking in bushes or out of sight - Strangers carrying valuables (such as televisions) down the street or loading them into a vehicle. Get good descriptions of suspicious strangers and their vehicles, and get the license number if you can.

Sexual Violence Awareness Education

Because rape is everyone's problem, it is important to know where to turn for help and what to do if you, a friend, or a family member is raped. Whether the rapist was a stranger, acquaintance, close friend, or date, there are certain things you need to do in order to get the assistance you need:

Get to a safe place as soon as you can.

Try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothes.

Contact the police. Rape is a crime. It is important to report a crime: reporting a crime is not the same as prosecuting. The decision to prosecute can be made at a later time.

Get medical attention as soon as possible. It is important to seek medical attention immediately after and as a follow-up to sexual assault to determine the presence of physical injury, sexually transmissible disease, or pregnancy; and to obtain evidence to assist in criminal prosecution.

Contact a close friend who can be with you until you feel safe again. Your friend can also accompany you to the medical exam and/or the police department.

Counseling, psychological services, and advocacy are available to you. Services to sexual assault victims are confidential, except physicians and hospital personnel are required by law to report rapes to the police. It is the victim's choice, however, whether or not to talk to the police.

Once notified that a student has been a victim of a forcible or nonforcible sex offense, Antonelli Institute will make every reasonable effort to change the victim's academic or living situations, assuming the changes are requested by the victim and are available.

Any student who has a complaint of campus sexual assault against another Antonelli Institute student should notify the Director of Education or President. Students should be aware that the school will make every effort to keep the identity of the complaining party and the person accused confidential.

It is Antonelli Institute policy to strongly encourage the complaining party to prosecute the alleged sexual offender. To that end, Antonelli Institute will encourage the complaining student to notify the Police immediately. If the offending student is found guilty of a sexual offense, the student will be dismissed from Antonelli Institute immediately.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and the accuser and the accused shall be informed of the outcome of any Antonelli Institute disciplinary proceeding brought alleging a sex offense.

Facts on Acquaintance Rape

It is estimated that one in every four college women will be the victim of a rape or attempted rape. The most common type of rape is committed by someone the victim knows, typically a date or acquaintance. To minimize your risk of being sexually assaulted by someone you know, it may be helpful to keep the following points in mind:

Alcohol and/or drug consumption may increase your vulnerability.

Avoid being in secluded places with someone you don't know well. This includes in your unit and car.

Always trust your instincts! If you feel uneasy or sense that something is wrong, get out of the situation however you can. Do not worry about being polite.

Be clear about your expectations from a relationship, and communicate your limitations clearly. Do not give mixed messages. Say "yes" when you mean yes and "no" when you mean no.

Avoid attending or staying late at parties where men greatly outnumber women. Have a safe means of getting home.

Further Information

The National Principle Information and Resource Center –
regarding all aspects of sexual violence.

www.NSVRC.org

Pennsylvania's agency working to eliminate all forms of
sexual violence - offers a listing of "help centers" throughout
Pennsylvania's counties.

www.PCAR.org

Telephone or Internet Harassment

Generally, a harasser is acting like a coward because they manifest their apprehension for face-to-face contact into hiding behind the safety of a telephone or keyboard that is most times, impossible to trace and hard to avoid.

Telephone Harassment: A good way to come closer to ending telephone harassment is to record each incident, taking down times and as much information as you can. Next, you may contact the phone company and have them trace the calls. Even if you don't track down a home or cell phone number, you may find that the harasser always calls you from a bar around the corner, which is an important piece of information. Using answering machines and caller IDs to screen your calls is also helpful. You may also conduct a **reverse phone number** lookup, which may offer information on who is calling, from what number, the phone company connected to the number, and the address of the owner (when applicable). Additional techniques include contacting the police and simply changing your phone number.

Online Harassment: The fact that cyber-stalking does not involve physical contact may create the misperception that it is more benign than physical stalking. This is not necessarily true. As the Internet becomes an ever more integral part of our personal and professional lives, stalkers can take advantage of the ease of communication as well as increased access to personal information. In addition, the ease of use and non-confrontational, impersonal, and sometimes anonymous nature of Internet communications may remove disincentives to cyber-stalking. Put another way, whereas a potential stalker may be unwilling or unable to confront a victim in person or on the telephone, he or she may have little hesitation sending harassing or threatening electronic communications to a victim. Finally, as with physical stalking, online harassment and threats may be a prelude to more serious behavior, including physical violence.

If the behavior persists, contact your ISP (internet service provider) to issue an official complaint. Follow up with an official police report. Provide them with as much information as you have, the name of the person if you know it, any old emails, text messages, etc that you have saved on your computer.

Drugs

Be alert to anyone who has not been ill or taking any medications prescribed by a doctor whose behavior has become erratic or varying in mood. Further, needle marks on the arms or feet usually indicate someone may be using a serious drug or narcotic. If the person has needles, a spoon, rubber hose, or some other strip of material, this also may indicate the same.

To support a drug habit, many addicts commit criminal acts. Report suspicious activities to the police and attempt to get the person to seek personal help from a drug rehabilitation center or program in the area.

Drug abuse occurs without regard to race, ethnic origin, educational or income levels, and is a major moneymaker for criminal operators. Check your home medicine cabinet for any addictive or strong drugs or narcotics, and do not let them be used by anyone for whom they are not prescribed. Throw away drugs and narcotics not being used.

Commonly abused drugs include amphetamines, medically used to stimulate the central nervous system; and barbiturates, medically used to calm anxiety. When misused, they greatly and often dangerously exaggerate the effects for which they are intended.

Withdrawal is difficult and prolonged, and very dangerous if interrupted or sudden. The user of a barbiturate can become addicted. Many times overdose is fatal, or permanent damage results.

When these problems occur, action is needed without delay. Immediate help for the user is important.